

Appendix A – Application Form for Temporary Re-Assignment

The Application Form should be fully completed annually and submitted to the employer not later than 1st February on an annual basis and prior to commencing or seeking an extension for a Temporary Re-Assignment. (Separate Application Forms must be completed by each employer)

Year of Application _____

PART 1A - TEACHER APPLICATION

Teacher's Name: _____ Contact No.: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No.: _____

PART 1B - DETAILS OF TEMPORARY RE-ASSIGNMENT

Name and Address of school for proposed Temporary Re-Assignment

Roll No.: _____

Name of Teacher with whom the Temporary Re-Assignment is proposed

Educational purpose for the Temporary Re-Assignment

Declaration

I wish to apply for Temporary Re-Assignment in accordance with the Temporary Re-Assignment Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____

Date: _____

Data Protection Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to consider your application for this temporary re-assignment. The personal data provided may be exchanged with the school to which you wish to be temporary re-assigned. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 2– EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Temporary Re-Assignment application in accordance with the Temporary Re-Assignment Scheme for Primary Schools as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

1) Application for Temporary Re-Assignment ☐

2) Copy of Decision Notice issued to teacher ☐

Approved Temporary Re-Assignment Application Form has been sent to the Department ☐

Signature: _____ Date: _____
(Employer (Host school))

Signature: _____ Date: _____
(Employer of other school)

School Name _____ Roll No: _____

Employers should return the completed Application Form to:

Teacher/SNA Terms and Conditions Section

Leave Administration Unit

Department of Education and Skills

Cornamaddy

Athlone

Co Westmeath N37 X659 or to the relevant ETB, as appropriate.